

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Accountant	Job Family: 2
General Classification: Management	Job Grade: 29

Definition: To perform the most complex and difficult accounting and auditing work of the unit; may supervise lower-level accountants and clerical employees.

Distinguishing Characteristics: This is the advanced journey-level class in the professional accounting series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including preparing sophisticated accounting reports and overall management of the general ledger. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Receives direction from the Accounting Officer and other department management/supervisory staff.

May exercise technical or functional supervision over lower-level accounting professionals, clerical and technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Review, prepare and oversee the preparation of fiscal and accounting reports, documents and transactions for conformance with established procedures and controls; and prepare related financial statements and reports.
2. Conduct special research on financial matters as needed; conduct management audits on internal control policies for the City; perform complex special analytical projects for Finance and Administrative Services Director and Assistant Director; write staff reports to the City Council.
3. Coordinate activities and provide assistance to internal and external auditors; prepare year-end reports.
4. Maintain and monitor Federal and State grants.
5. Maintain accounting records of receipts, disbursements and encumbrances affecting various funds and accounts for effective control of such funds and accounts.

6. Analyze existing accounting procedures and prepare recommendations for their revision when necessary.
7. Assist in budget preparation; may assist Budget Review Team.
8. Design procedures and methods and make recommendations for internal controls.
9. Monitor and close capital projects and assessment districts on an annual basis.
10. Participate in the development and installation of accounting and fiscal procedures and methods.
11. Assist in the development, maintenance and distribution, as necessary, of current financial policies and procedures; assist in the preparation of written instructions for system use; and assist in the training of the system application.
12. Assist the Accounting Officer in his/her absence.
13. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Generally accepted modern accounting principles, particularly as they apply to governmental accounting; modern office techniques, methods and office management; Federal, State and City rules, regulations and laws governing fiscal and accounting functions; basic data processing and systems operation; modern computer software.

Ability to: Analyze complex accounting and financial data and draw logical and sound conclusions; independently carry out complex accounting and auditing work; apply accounting principles and techniques to practical accounting, auditing and financial problems; create reports, schedules and supporting documents; correspond with outside contacts (banking institutions, government agencies, auditors) regarding City transactions, reports or problem solving; interpret, explain and train individuals as to existing accounting, auditing and fiscal policies and procedures; assist in the development and installation of new methods and procedures; check, prepare and review detailed and complex financial and accounting reports; establish and maintain effective working relationships with those contacted in the course of work; effectively utilize personal computers and other automated systems.

Position Title: Senior Accountant

Page 3

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of progressively responsible accounting and auditing experience, including some experience working in a lead capacity. Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, preferably including specialized training in governmental accounting. A Certified Public Account is desirable.

Established January 1994

Revised

CLASS SPECS

CS169-M^